

Date: _____

MEMORANDUM

From: Commanding Officer, _____
To: Commanding Officer, N&MCRC, Washington, DC
Via: Commanding Officer, NR GVTU 0614

Subj: SUB-ASSIGNMENT-OF _____
(Grade/Name/SSN/DESIG)

Ref: (a) NAVRESREDCOMREGSIXINST 1301.4
(b) BUPERSINST 1001.39

1. Per reference (a), request subject VTU individual be subassigned to reserve unit _____ to drill in a non-pay status in training for Mobilization Billet:

RSC: _____ TRUC: _____ AUIC: _____

2. This unit will schedule drills for subject member, report his/her drill attendance and perform drill management functions required by reference (b). This unit will perform all administrative functions such as PRT Test, Drug Urinalysis Screening, Security, and Medical.

3. A concurrent fitness report/enlisted evaluation covering the period of his/her SUB-ASSIGNMENT with this unit will be submitted in a timely manner. IAW with current instructions, CO's may rank non-pay members in the same competitive category with pay status members.

4. This SUB-ASSIGNMENT will expire at the end of the current fiscal year. A new request must be submitted at the start of each fiscal year.

5. Point of contact: _____
(Name and Phone Number)

(Unit CO)

FIRST ENDORSEMENT

DATE: _____

From: Commanding Officer, NR GVTU 0614
To: Commanding Officer, N&MCRC, Washington, DC

1. Forwarded, recommending approval/disapproval through _____
(MM/YY)

VTU CO)

SECOND ENDORSEMENT

DATE: _____

From: Commanding Officer, N&MCRC, Washington, DC
To: Commanding Officer, _____

1. Sub-assignment approval per above procedures. _____
CO, N&MCRC WASHINGTON DC

Copy to:
GVTU
SUB-ASSIGNMENT UNIT CO
N&MCRC WASH
Member